



## Checklist for Admissions

### TO BE CONSIDERED:

- Completed Application.** The application can be completed by a family member, the individual, or social worker.
- Family Narrative.** This is an opportunity to share your perspective and provide a summary of the applicant's life from your earliest recollection. This may include what they were like as a child, formative events throughout the years, the nature and timing of mood/behavioral changes, what they are like when they are doing well/when they're not doing well, what works/what doesn't, etc.
- Psychiatric-related medical records from this past year including:**
  - ✓ **Hospitalizations.** These records should include the admission note, any substantive progress notes, the clinical discharge summary and physical exam.  
\*\* If the applicant is currently in the hospital, it is imperative to have their social worker call Kevin Molloy or Jackie Osborne in admissions prior to their discharge.
  - ✓ **Progress notes or treatment summary from treating psychiatrist.** Including how long they have been seeing the patient, diagnoses, past medication trails and current medication list
  - ✓ **Signed current medication list.**
  - ✓ **Progress notes or treatment summary from therapist.**
  - ✓ **Other treatment facilities.** Including but not limited to residential facilities, detox/rehab facilities, sober living facilities, and wilderness therapy.
- Phone Interview with applicant.** It is also likely the admissions team will ask follow-up questions from the family.

### PRIOR TO AN ARRIVAL:

- Physical Exam.** If not provided by hospital records and dated within 90 days of expected admission, we will need a "Review of Systems" (ROS) or "Physical Exam" performed by an MD or NPR prior to admission.
- Copy of Covid vaccination card**
- Copy of insurance cards (front and back)**
- Complete Transportation Agreement** (will be emailed to financially responsible party on notification of acceptance)
- Please arrive with at least two weeks' worth of all medications.** This must match the signed medication list provided.

We accept most information via secured fax 802.492.3331 (Attention: Admissions).

You may reach Kevin or Jackie in admissions at 802-772-8350.